



SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



DO NOT USE FOR

* Contractor
vehicle permit

OR

* Single Day
Temporary Parking
Restriction
Request

DIRECTIONS

Step One:

- If this request involves closing a street
Contact Lafayette Police – Special Operations Division / 765-807-1272
- If this request involves renting the Big Four Depot - Community Room,
Riehle Plaza, or John T. Myers Pedestrian Bridge
Contact Facilities Department for availability / 765-807-1323

Step Two:

- Complete and submit this application to Lafayette Clerk's Office
City Hall, 2nd floor, 20 N 6th Street, Lafayette, IN / 765-807-1021

User Information

Date of Event: See attached Time: From: _____ am/pm to: _____ am/pm

Name: Steve Bultman Organization: Friends of Downtown

Street Address: 512 Main St.

City: Lafayette State: IN Zip Code: 47901

Contact person(s): Steve Bultman Phone Number(s): 430-2325

Email: Stephen.Bultman@SecFedBank.com

Event Description: Downtown Outdoor Dining

Caterer: _____ Caterer's Phone Number: _____

This event will utilize the following venues (check all that apply):

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge
☒ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other _____

This event will include the following elements (check all that apply):

Estimated Attendance: _____ ☐ Private Trash Hauler (must be removed by 8am following day)

☒ Street/Sidewalk/Right-of-way restriction or closure ☐ Food or Beverages

☐ Restroom Facilities (required for events 4+ hours) ☐ Tents/Canopies

☐ Alcohol (security is required) ☐ Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

☐ Amusement & Entertainment Permit # _____ <http://www.in.gov/dhs/2795.htm>

☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other _____

Optional Equipment & Services:

- ☒ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☐ City Equipment: Trash totes, picnic tables, other \$25

Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days			42 days	
	Pre-planning		Notices	Event Preparation			Event	
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week		
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event	

Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☐ Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)
- ☐ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette
- Damage Deposit: \$ _____ (required only when renting Depot)
 - Permit Fee: \$ _____ (fee waived when renting Depot)
 - Rental Fee: \$ _____
 - Equipment & Services: \$ _____ (optional)
- ☐ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # _____
- Not sure if you need an A&E Permit? Want more information? Go to:
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☐ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☐ Board of Public Works and Safety meeting (if required)

USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: _____

"User"

By:  _____
Signature

Printed: Dennis Carson

Date: 8/6/20

Downtown Dining						
Street Closures						
- Main St. between 10 th – 11 th (construction completion permitting)						
- Main St. between 6 th – 8 th						
- Main St. between 5 th – 6 th						
- 5 th St. between Main and Columbia						
- Main St. from 2nd to 3rd						
2nd St from the northside of the parking entrance at the Marq to Ferry St.						
Dates:						
August	21st - 23rd	4:00 pm - 9:00 pm				
	28th - 30th	4:00 pm - 9:00 pm				
September	4th - 6th	4:00 pm - 9:00 pm				
	11th - 13th	4:00 pm - 9:00 pm				
	18th - 20th	4:00 pm - 9:00 pm				
	25th - 27th	4:00 pm - 9:00 pm				
October	2nd - 4th	4:00 pm - 9:00 pm				

Mindy Miller

From: Dennis Carson
Sent: Thursday, August 6, 2020 1:17 PM
To: Cindy Murray
Cc: Richard A. Doyle; Steven J. Butram; Steve Bultinck (stephen.bultinck@secfedbank.com); Scott Trzaskus; Tony Roswarski; Greg Emig; 'k.mccammon@comcast.net'; Nick Standerfer; Jason Pierce; Claudine Laufman; Mike Perry; Jon Miner; Mindy Miller; Scott Walker; 'Mark E Lowe'
Subject: Downtown Outdoor Dining
Attachments: DOWNTOWN OUTDOOR DINING EVENT PERMIT.pdf

Cindy,

Attached is the event permit for the downtown outdoor dining. Thank you for your efforts to get it on the BOW agenda for the 11th. As we discussed, the Mayor is in support of this and city resources such as Parks Dept. (picnic tables) and TID (road closure signs and barricades) will be supplied. The mayor does not feel extra security if needed at this time but will monitor and adjust as needed.

The Friends of Downtown and local restaurateurs are distributing good neighbor letters and making contact with all affected parties. They know that logistically this may be challenging to meet the timeline and that the start may need to be delayed a week at the request of the Board of Works members.

Valley Oaks and City Bus will be contacted separately and arrangements made for accommodations.

Dates and street closures are attached to the permit. If you have any questions or need additional information, please do not hesitate to contact me. Thank you!

Dennis Carson

Director, Economic Development

phone 765.807.1090 | direct 765.807.1093

address 515 Columbia St., Lafayette IN 47901



Innovation Driven Enterprise
★ DISTRICT ★

Cindy Murray

From: Dennis Carson
Sent: Thursday, August 6, 2020 11:17 AM
To: Tony Roswarski; Cindy Murray
Subject: FW: Downtown Outdoor Dining

Importance: High

From: Dennis Carson
Sent: Thursday, August 6, 2020 11:17 AM
To: Scott Trzaskus <scott@eastendmain.com>; Greg Emig <greg@lafbrew.com>; Steve Bultinck (stephen.bultinck@secfedbank.com) <stephen.bultinck@secfedbank.com>; 'k.mccammon@comcast.net' <k.mccammon@comcast.net>
Cc: 'Mark E Lowe' <mlowe@greaterlafayettecommerce.com>; Scott Walker <swalker@greaterlafayettecommerce.com>
Subject: Downtown Outdoor Dining
Importance: High

Good meeting this morning. Mostly good news but a few things we are going to need to do:

Event/Street closure permit – I started this but there needs to be a good neighbor letter sent to all affected parties. So we have to do that but also the Mayor would like something a little more formal such as something that the business signs off on stating that they have been informed. He realizes not everyone is going to be one board but just wants everyone informed as much as possible.

So since the good neighbor letter/contact is a requirement we may not be able to start this until August 28th.

Typically something like this would also have to have security but after talking to the Mayor and Cindy Murray, City Clerk, we don't think so. Cindy is checking with Sgt Anderson. Since everyone will have to fence off their own areas and if we don't allow the alcohol to leave the area and tables, I don't think this will be an issue but of course everyone will need to self-police. Later if we feel it's needed we can do it.

Picnic tables – All good there. Parks has around 80-90 tables. Will need to know how many and where. If this is not enough then then we can ration them and the restaurants will need to come up additional if they want.

Street Closure Barricades – we can put them up but someone will need to remove them Sunday evening by pulling them off the street onto the sidewalks out of the way like they do for festivals.

Valley Oaks – I spoke with Mike Gibson and he is contacting Tom their CEO and Mike will get back to me. He doesn't think it will be a problem. I guess something like this was done for the Jeff HS prom.

Mayor would like to end it Sunday night at 9:00 pm so it's not so late for the Parks personnel to come down for the picnic tables.

Stanchions and snow fencing is stored in the former Hoffine's Garage on Canal Road. I have no idea how much we have and in what condition.

I'll contact the owners of Chase Plaza.